



SCOPE OF SERVICES

Solicitation Number: CLMP311

Project Name: 2021 ATD Transportation Engineering Services Rotation List

PROJECT FOR:

CITY OF AUSTIN (CITY), AUSTIN TRANSPORTATION DEPARTMENT (ATD), THROUGH ITS CAPITAL CONTRACTING OFFICE (CCO)

PROJECT TITLE:

2021 ATD Transportation Engineering Services Rotation List

OBJECTIVES OF THE ROTATION LIST:

The City of Austin (City) anticipates approximately 10 firms to provide consulting engineering services for Austin Transportation Department (ATD) requiring the services. The selected firms will provide the transportation engineering services and analysis projects of a general or routine scope that are small to medium in scale (up to \$200,000 in design fees).

BACKGROUND:

The Austin Transportation Department (ATD) is responsible for vision zero improvements, roadway traffic engineering, traffic signal engineering, intelligent transportation systems, multi-modal improvements, and safety infrastructure. ATD is seeking an effective method of procuring consultant services for small to medium scale engineering services to perform data collection, traffic studies, safety studies, and safety improvements. The ATD Transportation Engineering Rotation List will allow the department to efficiently procure consultants for future implementation mobility and safety improvements for the City.

CONTRACT ESTIMATE:

The City anticipates approximately 10 firms with an estimated authorization amount of \$800,000 for each firm, for a total maximum authorization amount of \$8,000,000.

Compensation of individual project assignments will vary depending upon the scope of services required. Funding will come from the individual projects for which the services are provided. The City anticipates developing and executing a professional services agreement with each selected firm.

If a firm ceases practice during the contract period, or should the City elect to terminate its agreement with one of the selected firms, the remaining authorization will be distributed to one or more of the remaining firms.

FEDERAL GRANT REQUIREMENTS:

If an assignment under this rotation list is funded with a federal grant, DBE goals may apply. The selected firms would be required to comply with the grant requirements included in the assignment and the DBE program.

PROPOSED PROCUREMENT SCHEDULE:

Pre-Response Meeting: November 9, 2020

Submittals Due: December 9, 2020

Anticipated Council Date: March 2021

Target Contract Execution: June 2021

ANTICIPATED SERVICES:

The work provided under this ATD Transportation Engineering Rotation List will include projects of focused on transportation engineering, mobility, and traffic safety.

The selected consultants shall provide engineering services in the areas of urban roadway design, roundabout design, engineering studies, traffic data collection and analysis, intersection improvements, bicycle and pedestrian data, traffic modeling, traffic signal and intelligent transportation systems design, survey services, and other services required for the preparation of schematic layouts, preliminary engineering reports, plans specifications and estimates (PS&E), for multi-modal safety and mobility infrastructure improvements for the City, but are not limited to.

Phase A: Preliminary Phase

- Pedestrian and bicycle counts
- Vehicle gap analysis for pedestrian crossing
- Vehicle speed and volume data counts using tube/radar/camera
- Vehicle classification counts
- Travel Time Survey
- Intersection turning movement counts
- Driveway counts
- Cost estimates
- Preliminary Schedule
- Develop project budget
- Preliminary reports (including preliminary engineering)
- Meeting Minutes

Phase B: Design Phase

- Cost estimating
- Schematic design
- Topographic survey
- Right-of-Way survey
- All-way stop studies
- Speed limit and school zone studies
- Sight distance studies
- Pole loading analyses
- Crash data analyses
- Traffic modeling and analyses
- Speed management analysis and design
- Traffic signal design and layout
- Pedestrian crossing analysis and design (Pedestrian Hybrid Beacon, Rectangular Rapid Flashing Beacon, non-signalized crossing)
- Traffic Control Details
- PS&E plans and documents
- Post implementation evaluation (before and after comparison)
- Obtain permits
- Preparation of bid documents
- Meeting Minutes

Phase C: Bid-Award-Execution/Proposal Phase

- Develop construction estimates
- Assist with bid package preparation
- Develop addenda and clarifications
- Assist with review of bids/proposals

Phase D: Construction Phase

- Inspect construction items relating to pedestrian and roadway safety
- Review changes in the work (field orders, change orders (CO), and change directives)
- Respond to RFIs (Requests for Information)
- Review submittals/shop drawings
- Assist in determination of substantial completion and final completion
- Conduct final walk through
- Meeting Minutes

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work that the City has identified for this project. ****There must be representation for all major scopes of work listed in the prime's statement of qualifications.*** The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

*** Major Scopes of Work**

Traffic and Transportation Engineering

Other Scopes of Work

Surveying Services

Data Collection

Traffic Counting Services

PERFORMANCE EXPECTATIONS:

It is the goal of the City of Austin to decrease project timeframes with zero impact on the quality of work being performed. The selected consultants will be expected to:

- Reduce performance periods via efficient scheduling,
 - Provide cost accountability,
 - Provide quality control,
 - Adherence to the timelines and provisions contained in the contract's standard terms and conditions, and
- Perform construction document management.

CONTRACTING AND ASSIGNMENT PROCESS:

- Once a firm is selected to participate on a Rotation list and after Austin City Council approves – all selected firms will be invited to the Contract Kick-Off meeting to begin execution of their Professional Service Agreement (PSA).
- After a firm's PSA is executed, the firms will be placed in rotation for an assignment.

- The Capital Contracting Office (CCO) Rotation List Manager receives the assignment request from the City of Austin Project Manager and issues an assignment letter to the consultant. The consultant will have the opportunity to accept or reject the assignment. After assignment acceptance, the consultant works with the Project Manager and provides a fee proposal for the assignment. After the Project Manager accepts the fee proposal, the Rotation List Manager issues the Notice to Proceed (NTP) to the consultant.
- The order of assignments on the FIRST pass will be ranked as shown in the order of the evaluation matrix. There may be exceptions to this based on the City's needs to expedite assignments and/or delays in PSA execution.
- The SECOND and subsequent passes will be sorted and ranked in order of each Consultant's highest remaining authority – that being – the firm with highest remaining authority will be receiving the first assignment for that pass.
- Towards the end of a rotation list CCO may make assignments out of the usual methodology in the best interest of the City by re-allocating a firm's remaining authority.
- No work shall be authorized prior to receipt of a formal, written NTP. City of Austin Project Managers do not have the authority to authorize additional or subsequent phase work prior to the formal, written NTP. Consultants who choose on their own to perform work ahead of the NTP and/or outside of their scope and budget are doing so solely at their own risk.
- The City may, however, select a firm that is felt to be the most qualified for a specific project or most able to meet a project's schedule objectives. Project-specific schedules will be agreed upon at the time professional services are defined.

Notes

- Construction Inspection and Public Information and Communications are **NOT** subconsultant opportunities. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from future contracting opportunities with the City.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase, or at assignment completion for those projects with no distinct phases (i.e., surveying, SUE services, etc.).